



DEPARTMENT OF THE NAVY
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
4301 PACIFIC HIGHWAY
SAN DIEGO, CA 92110-3127

SPAWARINST 1710.1
SPAWAR 02
04 November 1999

SPAWAR INSTRUCTION 1710.1

From: Commander, Space and Naval Warfare Systems Command

Subj: OPERATION AND ADMINISTRATION OF MORALE WELFARE AND
RECREATION PROGRAM

Ref: (a) BUPERSINST 1710.16
(b) BUPERSINST 1710.11B
(c) OPNAVINST 1700.7D
(d) DOD 7000.14-R

Encl: (1) Directorate/Division Party Request Form

1. Purpose. To amplify procedures set forth in references (a) through (c) and establish responsibility for control and administration of the Morale Welfare and Recreation (MWR) program.

2. Responsibility. The Morale Welfare and Recreation (MWR) Officer is responsible for maintaining policy concerning the MWR program per references (a) through (d).

3. Organization. The MWR program shall be comprised of a Council, Committee, MWR Officer, MWR Fund Administrator, and MWR Retail Administrator.

a. MWR Council

(1) Shall oversee the administration of the MWR program, review the status of the MWR fund per reference (b), and make recommendations to the Commander concerning MWR matters, including MWR funds.

(2) Be comprised of the Vice Commander, Executive Assistant to the Commander, and Command Master Chief.

(3) Vote on all proposed purchases in excess of \$2,500 using MWR Funds.

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(4) Have at least one member attend each MWR Committee meeting as a nonvoting member. The MWR Council representative at the MWR Committee meeting may be required to cast one vote in the event of a tie.

(5) Review MWR Committee meeting minutes and budget. The council has the authority to question all budget proposals, and to bring such questions to the committee's attention and request a re-vote be taken at the next scheduled committee meeting.

b. MWR Committee

(1) The MWR Committee is established to ensure the representation of all personnel in matters concerning the MWR program and to make recommendations to the MWR Council regarding the conduct of the program.

(2) The MWR Committee shall be comprised of one representative from each directorate in SPAWAR. Directorates with less than five military personnel assigned will be represented by the MWR Officer.

(3) Committee member responsibilities include participating in all MWR committee meetings, performing assigned duties when scheduled, serving on a committee and supporting its activities when necessary, providing liaison with the Directorate or Office from which appointed, and special duties as may be assigned.

(4) MWR Committee meetings shall be held at least once a month or as deemed necessary by the chairperson. The MWR Officer will serve as the chairperson. At a minimum, one member from the MWR Council shall attend MWR Committee meetings. Members of the MWR Council, the MWR Fund Administrator and the MWR Retail Administrator are non-voting members of the committee. The MWR Council representative may cast one vote to break a tie. For a motion to be passed by the committee, at least 50% of the voting members must be present. In the absence of the primary committee member, alternate members are allowed to cast votes.

(5) The SPAWAR 08 Directorate representative will be assigned the duties of MWR Committee Secretary and will prepare meeting minutes for review by the MWR Committee Chairperson. The MWR Committee Secretary will keep an accurate list of all MWR Committee members and their attendance at scheduled meetings.

(6) The MWR Committee Chairperson is responsible for reviewing the meeting's minutes and attaching a financial statement.

c. MWR Officer. The MWR Officer will serve in a collateral duty capacity. The MWR Officer shall:

- (1) Supervise the MWR program per reference (a).
- (2) Be a voting member on the MWR Committee representing all directorates with less than five military personnel assigned.
- (3) Request a new representative from a directorate if that directorate has not been represented for two or more consecutive meetings/events.
- (4) Present all MWR Committee meeting minutes, financial statements and budgets to the MWR Council.

d. MWR Fund Administrator. The MWR Fund Administrator's primary tasks are to develop and conduct programs and services designed to improve and maintain the morale of the crew, and ensure that a clear audit trail exists in all areas. The MWR Fund Administrator shall be responsible for:

- (1) Ordering and maintaining all MWR material assets and areas, with the exception of material ordered for resale under the MWR Retail Administrator.
- (2) Submitting all purchase order requests, using appropriated or non-appropriated fund accounts to the MWR Committee.
- (3) Providing frequent information to all SPAWAR employees via SPAWAR Knowledge Center on recreational and athletic activities.
- (4) Submitting a yearly budget designating the use of appropriated and non-appropriated funds for recreation activities. This budget will be forwarded to the MWR Council via the MWR Officer and the MWR Committee. After review, the budget will be forwarded to the Commander for approval.
- (5) Administering the receipt and expenditure of recreation funds.
- (6) Maintaining accountability for recreation funds and property. All records will be retained for three years.

(7) Preparing an annual financial statement of the fund to include all income and expenses for the entire year. The report shall be prepared as of the last day of the fiscal year, and submitted annually within thirty days after the close of the fiscal year.

(8) Attending MWR Committee meetings as a non-voting member.

e. MWR Retail Administrator. The MWR Retail Administrator's primary tasks are to manage resale materials and produce profits to be transferred to the MWR Fund and shall be responsible for:

(1) Ordering and maintaining adequate stock levels of merchandise suitable for resale. Receipts for merchandise must be countersigned by the MWR Officer or other military officer other than the MWR Fund Administrator.

(2) Maintaining visual displays and other means of advertising.

(3) Submitting invoices to the MWR Fund Administrator within two business days for prompt payment.

(4) Submitting pricing requests to the MWR Fund Administrator and MWR Officer for approval.

(5) Transferring funds in excess of \$50 change fund to the MWR Fund Administrator bi-weekly or when total funds on hand exceed \$350.

(6) Attending MWR Committee meetings as a non-voting member.

4. Division Party Fund Request. SPAWAR military personnel can withdraw funds from the recreation account for use by directorates/divisions for parties and picnics. The funds will be allocated on a "per person" basis. Approval of requests for funds by the directorate/division heads is required for divisions to expend funds up to the allocated amount. Alcoholic beverages will not be purchased with recreation funds. Funds are requested as follows:


a. When planning a picnic or party, the division concerned will complete a Directorate/Division Party Request Form (enclosure (1)), and forward it to the MWR Fund Administrator via the directorate head.

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b. An allocation of \$1.25 is authorized for each military person quarterly, maximum \$5 per fiscal year. No advances beyond the current quarter may be issued. Unused funds may not be carried forward beyond the end of the fiscal year.

c. All receipts for food/picnic items purchased must be turned into the MWR Fund Administrator. Future party funds will be withheld from a division until all receipts from a previous party or picnic are turned into the MWR Fund Administrator.

Distribution
SPAWAR Lists 5 and 6



D. J. ANTANIUS
By direction

Directorate/Division Party Request Form

Date: _____

Part 1:

(To be filled out by the Division Head)

It is requested that Recreation Party Funds be provided for as outlined below:

- A. Event: _____
- B. Place: _____
- C. Date and Time: _____
- D. Number of military personnel assigned to division: _____
(attach an alphabetic list of personnel including SSN)

I have read and understand the provisions of SPAWARINST 1710.1. All provisions have been met in the planning of this party. I understand that Welfare and Recreation funds used must not be used to purchase alcohol.

I understand that all receipts for all funds must be returned to the MWR Fund Administrator promptly with the unused balance of funds.

Division Head (print name): _____

Division Head (signature): _____

Part 2

(To be filled out by Directorate Head)

I concur with the plans for this party. All provisions of SPAWARINST 1710.1 have been met.

Directorate Head (signature): _____

Enclosure (1)

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Part 3
(To be filled out by MWR Fund Administrator)

| | |
|---|------------|
| Personnel on roster x \$1.25 per person per quarter | + \$ _____ |
| Funds unaccounted for from previous parties | - \$ _____ |
| Funds previously issued for individuals listed on the attached roster this fiscal year | - \$ _____ |
| Total availability for this party | = \$ _____ |
| Amount of this request | \$ _____ |
| Balance Available | \$ _____ |

(MWR Fund Administrator)

Enclosure (1)